The following steps show how to create a profile on the EnviroCert International, Inc. Certification Portal. A profile must be created and reviewed for eligibility to obtain a certification.

1. In the upper right corner of the home page, click on the CERTIFICATION PORTAL tab.

2. On the left side of the page, click on the CREATE NEW PROFILE tab.

3. Before creating your profile, it is important to read the information highlighted at the top of the page.

4. Enter Account Information. Keep the email and password on file to have access to your profile.
5. Enter **CONTACT INFORMATION**

6. Enter **EDUCATION AND TRAINING** information.

7. Enter all **PROFESSIONAL EXPERIENCE**. Give a detailed job description.
8. When all initial information is filled out, click on the **REGISTER** button.

9. You will then see a screen indicating that you have created a profile. You will need to update the profile information. To apply for a certification, read the instructions and complete the steps.

*Note: If you need help with the application process please reach out to our Application Liaison at lbarnette@envirocert.org or call +1(828) 655-1600 Ext. 123*
10. Click on the **APPLY** button to the left to fill out the information.

11. Choose the QSM Certification.

12. Attestation: To ensure that information was provided to ECI as accurately as possible, please read the following and click Agree to proceed.

13. You must fill out ALL the **BACKGROUND INFORMATION** questions to the best of your knowledge.
14. Fill out the **REFERENCES** portion for all four (4) references by placing the following letters and numbers in the fields as shown: “XXXXX” and “99999” (see screenshot).

* We apologize for the inconvenience for this portion. Our system requires this information.

15. After Filling out your references, click the **CHECKOUT** button, or the Register for Another Exam button if you wish to apply for another certification.

16. Fill out the basic information, billing information and discount code (if applicable). After this information is filled out, click on **CONTINUE CHECKOUT**
17. Enter payment information.

18. Click CONFIRM

19. Verify that all information is correct.
   Items Ordered
   Contact Information
   Billing Information
   Total
   Payment

20. If all information is correct, click on the purchase items button.

*Please Note: All Application Fees are Non-Refundable. No Exceptions Will Be Made.
21. The next screen shows the Order Number. Print this for your records.

22. Log back into your profile and click Messages.
23. You will receive a message stating your application is being reviewed and if there is missing information needed.

Verification items

<table>
<thead>
<tr>
<th>Document</th>
<th>Status</th>
<th>Status Updated</th>
<th>View</th>
<th>Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript</td>
<td>Rejected</td>
<td>2016-06-28 15:43:52</td>
<td>View</td>
<td>Upload</td>
</tr>
<tr>
<td>Name Change</td>
<td>N/A</td>
<td></td>
<td></td>
<td>Upload</td>
</tr>
</tbody>
</table>

24. If any additional information is needed, log on to the portal and upload documentation.

25. When all documentation is reviewed and accepted, you will see this notification that your application has been approved.